G. R. S. IX-5]

Previous references.

ch- 98-13(1)

1916-17
(Courts)

File No. 7-16

Serial Nos. 1

Later references.

Preserve
JAN 9/10/30

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for December 917

SUBJECT.

Programme of Inspection work to be done by the judges of the Chief and District Courts.

W D 88—GPB—50,000—24-7-16

Mr Abdur Rahman Khan

G. R. S. 11] 1916.

GENERAL AND REVENUE SECRETARIAT.

(Courts)

NOTES.

File No. 7-16

FILE HEADING.

Programme of Inspection work to be done by the Judges of the Chief and District ~~Judges~~ Courts..

From

The Registrar. Chief Court

No. 5768/638 Dated 28.6.16 Received 30.6.1916 1-7

Diary No. 95	Enclos. — Spare Copies. —	Serial No. 1

BRIEF ABSTRACT OF LETTER.

States that inspection work must be subordinate to disposal of cases by Courts that the Judges are of opinion that it is preferable to have no programme than to fix one which cannot be adhered to, that double inspection by Judges of Ch + Dt Courts may be easily avoided, and that it is inexpedient for subordinate officers to know too long beforeh and any proposed inspection + adds that the Judges consider that the preparation of an annual programme presents no advantage-

NOTES AND ORDERS.

Second Member's note on the Tappal Abstract

" Let me have this worked up in ten days' Init KSC. 30/6

Subd for orders with references.

30.6

NOTES—First Sheet. Returned by the Asst Secy

G. R. S. 12]

General and Revenue Secretariat. | Cf File No. 7 of 1916.

Serial No.

Dewan's note on the Jaffal Abstract

'This is too general a statement. I want previous reports of work done examined. Inst. M.U. 8.7

Gen Secy's Note dt 4.7.16

Please let me see the papers A.S. III. Inst Dewan

2) A Statement showing the inspection work done in the past five years is put up. SB 6.7.16 NBK

§ Reports for five years simultaneously

6/7

Secy) ~~the latest ... records~~

3) A revised Statement as instructed may be put up. Dewan 11/7

4) A revised Statement is put up. SB 11.7.16 NBK

11/7

Secy)

5) The Gaol letter dt. 3/12/15 requested the Chief Court to furnish Gaol with copies of their Rules of (1) inspection of Subordinate Courts & also of (2) Programmes of their inspection (if any). The Chief Court letter is

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat. | A5 File No. 7 of 1916.

Serial No.

Silent as regard to the first point I state as to the other, that the Judges consider that a regular programme for a year does not present any great advantage.

6) The work of inspection done by the Chief Ct during the four years ending 1914-15 is shown in the accompanying Statement.

7) No rules seem necessary, as the Inspection Notes will presumably be submitted to Govt.

Secy member I Secy

1410
12.7.16

8) I am disposed to agree with the views of the Chief Court, and do not consider that any further action is called for.

The communication may be recorded."

458
22.7.16

9) Please bring for informal consideration at a meeting of Council.

5.8.16

C.S. Dept
to bring with to Second Member

10)

11) My view of the matter is that while a standing order about inspection of the Records of the Chief Court is necessary no prog. need be called for. The Desire of Govt that

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

The Crops may be sent with any further according as circumstances permit. Keep Communicated.

HD
4.8

26-8-16.

~~(Informal)~~

No. C. 60

(For disposal at a meeting)

9.8. 1916

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

(Clauses viii and xiv of the Schedule)

Question of prescribing a ~~regular~~ programme of inspections etc. to be done by the Chief Court. (Distribution of inspection work &c).

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

D. M. Narang Rao.

Secretary to Government.

7th August 1916.

Extraordinary Member of Council. Seen - 9.8.16

212/23.8 **First Member of Council.** WT/14.8 As recorded. 9.8.16

1806/9.8 **Second Member of Council.** As already on record. 9.8.16 23/8/16

WD 2012—GPB—1 000—9-2-16

Subject.-Clauses viii and xiv of the Schedule.

Question of prescribing a ~~regular~~ programme of inspections etc. to be done by the Chief Court.(Distribution of Inspection work etc.)

OPINION OF THE COUNCIL.

To be included in the Note to be sent to Darwan who intends speaking to the Chief Judge

Draft
21/9

To BS III for a Note or Statement of all the cases as herein instructed.

Draft
22/9

95-16. (7

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat. | CS File No. 7 of 1916.

Serial No.

12) Inspection Rules for the civil and criminal Courts in the State have been issued in the linked file of Branch VIII; G.O. no. 478-86-EAG 52-4 dt 24. 9. 1917.

H.

13) Attention is invited to paras 19 & 20 of the office notes in that file, and orders solicited as to the action, if any, to be taken on the reference pending in this file.

Subd. AR 13/12

14) As the question raised in this file has practically been settled by the G.O. dt 24. 9. (917) regarding Inspection Rules, no further action seems necessary.

SB 14/12

* H (in the linked file)

G.O. No 478-86 EDS.S-2-4 dt 24/9/17

Chapters 15) The papers may be filed.

2702 5.12.17

(Member in person)

14/12/17

13/12

13/12

NOTE—Contn. sheet.

Question of prescribing a programme of work for inspections to be done by the Chief Court.

Council of [illegible]

The examination of the work done in past years shews that the attention given to this work is of a vicarious character and cannot be attributed to pressure of work in the Chief Court —

The particular places to be visited need not be mentioned but some distribution of courts among the progs seems desirable — Govt cannot allow the work to go on without any system —

If the 2d member of Council agrees a reply may be sent accordingly —

№ 5968
438

Chief Court of Mysore,

Bangalore, dated the 23th June 1916.

From

N.T.Gopalienger, Esq., B.A., LL. B.,

Registrar of the Chief Court of Mysore.

To

D.M.Narasinga Rao, Esq., B.A., B.L.,

Secretary to the Government of Mysore,

General Department.

S i r ,

Adverting to your letter No: J.2128/Cts.93-13-1 dated the 3rd December 1915 and to paragraph 6 of the Government Proceedings No: J.3295/Cts.107-15-3 dated the 14th February 1916 re the preparation of programmes of inspection of the subordinate courts by the Judges of the Chief Court as well as by the District Judges, I am directed to state that the work of inspection though not unimportant must give way to the exigencies of the main business of Civil Courts, the disposal of cases which come before them. It is difficult for any Judge whose file is at all heavy to allocate long beforehand dates on which it will be possible to leave his court and go out on inspection work. He has to take advantage of occasions as they arise as when a

long

long case happens to fall through or when his circuit sessions (which again cannot be fixed with certainty beforehand) take him to the vicinity of a court to be inspected.

The Judges are of opinion that it is probably better to have no fixed programme than to fix one which cannot be carried out with regularity.

They are also of opinion that a double inspection (one by the Chief Court and one by the District Judge) in any year is not a great evil though it may in some cases involve a little waste of time, but the Judges of the Chief Court can without a programme ascertain what courts have been inspected by the District Judges and can arrange not to inspect those courts. Copies of inspection notes are received from District Judges soon after inspections are held and afford the necessary information and the Judges of the Chief Court will inform District Judges when they propose to inspect Munsiffs' courts so that the District Judge may leave those particular courts uninspected by himself if he has not previously inspected them. If he has done so he can inform the Chief Court and the Judges can then decide

whether

whether to inspect the same court or not.

The Judges are further of opinion that it is perhaps likely to promote regularity of work by the establishments of inferior courts and of supervision by the Judges of those courts, if they do not know too long beforehand when they may expect inspection.

I am to add that on the whole the Judges do not think the regular preparation of a programme for a year at a time presents any great advantage.

I have the honour to be,

S i r ,

Your most obedient servant,

REGISTRAR.

H.C.C.

Inspection of Subordinate Civil Courts.

Year.	No. of Civil Courts in the State excepting -- the Chief Court.	No. of Courts inspected by the Judges of the -- Chief Court.	No. of Courts inspected by the Judges of the District Courts.	No. of Courts not inspected by any.	No. of Courts inspected by the Judges of the Chief and of the District Courts.
1910-11	23	8	9	9	3
1911-12	24	4	No details are given but it is stated that a fairly large number was inspected.		
1912-13	24	17	8	3	4
1913-14	24	13	16	2	7
1914-15	25	21	10	1	7

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 478-86—E. A. G. 52-4, dated 24th Sept. 1917.

Inspection Rules.

Sanctions——for the Civil and Criminal Courts in the State.

WD A332—GPB—19-10-17—200

No. 478-86—E. A. D. 52-4, DATED 24TH SEPTEMBER 1917.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

1. Government Order No. J. 2321-9—Cts. 92-10-3, dated the 15th February 1911, directing that all the courts of Subordinate Magistrates should be inspected by the District Magistrates or Session Judges at least once a year.

2. Letter No. J. 239-10-2, dated the 15th July 1911, to the District Magistrate, Chitaldrug, stating that as suggested by the Chief Court, Session Judges and District Magistrates should arrange in mutual consultation for the inspection of criminal courts in their jurisdiction.

3. Government Order No. J. 3722-30—Cts. 182-10-15, dated the 24th June 1912, directing that District Magistrates should inspect the courts of Assistant Commissioner Magistrates at least once a year.

4. Letter No. J. 2128—Cts. 98-13-1, dated the 3rd December 1915, to the Registrar, Chief Court, requiring that copies of programmes of inspection by the judges of the Chief Court should, if prepared, be sent up to Government.

5. Government Order No. J. 3295—Cts. 107-15-3, dated the 14th February 1916 (paragraph 6) suggesting the preparation of annual programmes apportioning the work of inspection (of civil courts) between the judges of the Chief Court and the District Courts.

6. Letter No. 5968-438, dated the 28th June 1916, from the Registrar, Chief Court, on the suggestion referred to in 5.

7. Government Order No. 10870-918—E. A. 43-14-1, dated the 10th April 1915 issuing certain general instructions for the periodical inspection of all Government offices in the State.

8. Correspondence ending with letter No. S. C. 211, (Reference) dated the 11th September 1916, from the Registrar, Chief Court of Mysore, submitting with reference to 7 above proposals regarding the systematic inspection of Civil and Criminal Courts.

Order No. 478-86—E. A. G. 52-4, dated 24th September 1917.

In supersession of the instructions on the subject contained in the orders read in paragraphs 1, 2, 3, 4 and 5 of the preamble, Government are pleased to direct that the arrangements detailed hereunder be followed in regard to the periodical inspection of the Civil and Criminal Courts in the State:—

Name of court	Inspecting officer	How frequently to be inspected
1. Munsiff's court including the Magisterial branch.	1. The Presiding officer 2. The District Judge of the Division.	Annually.
2. Subordinate Judge's Court	3. A Judge of the Chief Court ...	Occasionally.
3. District Judge's Court ...	1. The Presiding officer ...	Annually.
	2. A Judge of the Chief Court ...	Do
4. District Magistrate's Court ...	1. The Presiding officer ..	Do
	2. A Judge of the Chief Court ...	Occasionally, annually if convenient.
5. First Class Magistrates' Courts other than those of the Munsiff Magistrates.	1. The presiding officer 2. The District Magistrate	Annually.
	3. A Judge of the Chief Court ...	Occasionally, annually, if convenient.
6. Second and 3rd class Magistrates' Courts other than those of Munsiff Magistrates.	1. The Presiding officer 2. The District Magistrate or Sub-Division 1st Class Magistrate.	Annually.

NOTE.—This does not preclude District Magistrates from inspecting Munsiff Magistrates Courts, whenever they deem necessary.

No. 478-86—E. A. G. 52-4, DATED 24TH SEPTEMBER 1917.

2. These arrangements follow in the main the proposals submitted by the Chief Court. It is only necessary to observe that while Government agree that Munsiff Magistrates' Courts should as a rule be inspected only by Session Judges, they think it undesirable to dissociate District Magistrates altogether from the inspection of these courts. It is therefore provided that District Magistrates might also inspect the courts of Munsiff Magistrates subordinate to them when such inspection is considered necessary.

3. As regards the inspection of subordinate courts by the judges of the Chief Court, it is stated that no rules are possible but that the courts of District Judges, Subordinate Judges and District Magistrates would be inspected occasionally, annually if that is found to be reasonably possible. This proposal fully meets all requirements and has the entire approval of Government. They would only express the hope that it might be possible to inspect the courts of District Judges at least once a year.

4. With the proposals under consideration, lists of questions have been submitted for the guidance of inspecting officers. These questions are approved and printed as appendices to this order. It is needless to observe that the questions are only intended as an aid to the memory of inspecting officers and should not be taken to circumscribe the scope of inspection.

5. Regarding the Chief Court, the Chief Judge says that he has been inspecting the court hitherto and that he will arrange for its annual inspection either by himself or one of the other judges annually.

6. Copies of notes of inspections held by the judges of the Chief Court will continue to be submitted to Government as already desired in letter No. J. 2128—Cts. 98-13-1, dated the 3rd December 1915.

C. S. BALASUNDARAM IYER,
Secy. to Govt., Gen. Dept.

To—The Registrar, Chief Court.
All District Magistrates.

Exd.—R. K.

No. 478-86—E. A. G. 52-4, dated 24th September 1917.

APPENDIX A.

SET OF QUESTIONS FOR THE INSPECTION OF CIVIL COURTS SUBORDINATE TO THE CHIEF COURT BY THE PRESIDING JUDGE OF EACH COURT.

1. Name of Inspecting Officer with designation.....
2. Duration of inspection { Date commenced..... / Date concluded.....
3. Previous inspection { Date..... / Name and designation of Inspecting Officer.....

Case Registers.

1. Are the original suits, small cause suits, execution, miscellaneous and insolvency cases registers maintained correctly and up-to-date?

2. Are all plaints and applications presented to the court brought on the respective register of cases in the order of the date on which they are presented without delay?

3. Are the abstracts of the plaints and applications as entered in the respective registers, correct and intelligible?

4. Are the provisions of law with regard to applications as entered in the registers correct?

5. Are the dates of adjournments properly entered in the column provided therefor in the registers?

6. Do the entries correspond with those in the diaries of the court?

7. Are the results of cases entered promptly and properly in the respective registers?

8. Are the results of appeals noted in the appropriate column in cases in which appeals had been preferred?

9. Are reports relating to satisfaction of decrees or amounts deposited in court by judgment debtors promptly noted in the column provided therefor in the registers of original and small cause suits?

10. Is the information relating to execution of decrees promptly and properly noted in the several columns provided therefor in the original and small cause suits registers?

10A. Are the regular and miscellaneous appeal registers correctly and properly maintained?

Statistical Registers.

11. Are these registers written up properly and up-to-date?

12. Do the entries relating to the mode of disposal in these registers correspond with the results as noted in the cases registers?

13. Is the period of duration in these registers correctly calculated?

14. Does the total number of cases of each month as entered in these registers agree with the monthly totals of the disposal registers?

36. Are the signatures of parties which are in languages other than English and Kannada transliterated?

37. Are the previous year's balances brought on the current year's ledger?

38. Are all the items correctly and properly ledgered?

39. Are balances struck in the ledger after each transaction?

40. Are ledger indexes maintained correctly?

41. Are the subsidiary ledgers maintained correctly?

42. Are amounts of duty and penalty remitted generally to the treasury on the days they are paid into court?

43. Has the office been sending copies of documents on which duty and penalty were recovered to the Deputy Commissioner without delay?

44. Are impounded documents sent to the Deputy Commissioner then and there?

CONTINGENT REGISTER.

45. Is this register correctly maintained by the head munshi in the prescribed form?

46. Is an account of the permanent advance correctly maintained by the head munshi?

47. Are all charges incurred on account of contingencies entered in the contingent register from day to day?

48. Has the head munshi been recouping the permanent advance at the end of every month?

49. Are the detailed contingent bills of each month submitted with vouchers regularly by the 1st week of the succeeding month as required by the rules?

50. Are all disallowances promptly deducted from the succeeding contingent bill?

PAY BILLS AND ACQUITTANCE ROLLS, ETC.

51. Are pay bills prepared with reference to the attendance register, leave and office order book?

52. Are all salaries drawn duly disbursed and proper receipts taken in the baraward?

53. Is a stamped receipt obtained for payments of over Rs. 20?

54. Is undisbursed pay short drawn invariably in the pay bill of the next month?

55. Are pension applications prepared and submitted in time as required by Government Order No. F. L. 7215-55—S. & A. 484-08-1, dated the 7th May 1909?

56. Is a gradation list of the officials prepared as they stood on the 1st of July every year with their qualifications and services duly and correctly noted?

57. Is an office order book maintained?

15. Does the monthly total of each of these registers agree with the monthly statements?

OTHER REGISTERS.

16. Are the court fee and process fee registers maintained correctly and up-to-date under the supervision of the head ministerial officer?

17. Are the initials of the officials to whom papers are given taken in the column provided therefor?

18. Is there any delay in sending papers to the concerned clerks?

19. Are refunds of institution and process fees noted in the column of remarks?

20. Do the entries of refund in the refund register tally with the refund cheques?

21. Is the register of unused process stamps properly and correctly maintained?

22. Are unused process stamps for which no refund is claimed within time destroyed soon after the expiry of the time prescribed and is the fact noted in both the register of process stamps and that of unused process stamps?

23. Are applications for refunds brought for orders without delay and the refund cheques issued without delay?

24. Is the court diary or posting book properly maintained?

25. Do the entries correspond with the order sheet?

26. Are the cases posted or adjourned to the farthest date entered in the diary?

27. Is the hour at which the court sat and rose daily noted in the diary?

28. Are the entries in the process register properly and correctly made under the supervision of the head ministerial Officer?

29. Are processes issued to the process nazir without delay?

30. Is the return of processes duly noted in the column provided therefor?

31. Is the adjustment of the amount due to the process nazir correctly noted against each entry?

CASH DEPARTMENT.

32. Are all the registers prescribed by the rules maintained?

33. Is the deposit register written up properly and correctly?

NOTE.—Check with the register receipt order books and cheque books?

34. Are signatures of parties obtained in the cash and deposit registers for receipts and payments?

35. Are the signatures of parties obtained in the deposit register for the issue of cheques?

58. Are orders of leave, punishment etc., regularly recorded and given effect to?

58a. Is a service register maintained for every permanent official and brought up to date? Are these registers arranged in order and kept in a box? Who keeps the key of the box?

58b. Is the attendance register regularly maintained and checked by the officer constantly?

59. Is a character book maintained for each official in the office?

60. Is a record of the distribution o work among the several clerks in the office maintained?

61. Is the work assigned to each official sufficient without being excessive?

RECORD ROOM.

62. Are all the records of different classes of cases divided into files and arranged and indexed as required by the Chief Court Rule of Practice No. 149?

63. Are all records of cases or proceedings handed over to the Court Record Room soon after their completion?

64. Are the disposal registers written up correctly and up to date?

65. Are records being sent to the Central Record Room in time as required by the rules?

66. Has the court record keeper maintained a book to obtain the signatures of the officials who remove records from the record room?

67. Is the register of documents returned correctly maintained?

68. Are all applications for return of documents brought on this register without delay and in the order of their receipt?

69. Are they brought up for orders without delay?

70. Are the documents returned to parties without delay?

71. Are there any applications in which return was ordered but the documents have not been taken within two months from the date of the order?

72. Are all the records and registers which are in the custody of the court record keeper properly arranged and kept?

FURNITURE LIST.

73. Is a register of furniture maintained?

74. Are all articles of furniture purchased from time to time entered in the register under his initials with details as to the date of purchase and cost of each?

Is a note made in the register of all articles lost or which have become unserviceable?

Is the furniture adequate to the needs of the office or more than necessary? What is the condition of furniture kept?

75. Are the entries verified by the head munshi once a quarter and by him once a year?

STATIONERY AND FORMS.

76. Are the stock and issue books correctly maintained and submitted monthly for the inspection of the officer-in-charge?

77. Does the head munshi check them once a quarter?

78. Is a verification by stock taking done by him once a year?

Are all old and unserviceable articles of stationery sold by public auction and the proceeds credited to Government (*vide* Rule 19 of the Stationery rules)?

Is a register of periodical issue of stationery maintained? (*vide* Rule 36 of the Stationery rules.)

79. Is the stock of forms kept in a proper place and are the forms neatly arranged?

LIBRARY.

80. Is a catalogue of books maintained up to date?

81. Are all books and periodicals received entered in a register maintained therefor?

82. Are all the books labelled and kept arranged in almirahs?

83. Are any books issued without a receipt or lent to strangers without his permission?

84. Are cases of loss or damage to any books reported promptly and orders obtained for their replacement?

PROCESS DEPARTMENT.

85. Are all the registers prescribed by the rules correctly maintained?

86. Are all the processes brought on the A register as soon as they are received?

87. Does the process nazir issue processes for service without undue delay?

88. Does he submit regularly as required by the rules, bills in adjustment of his permanent advance?

89. Is there any delay in getting his bills cashed and why?

90. Does he adjust special advances without delay?

91. Are processes returned to Court before the hearing dates. Are explanations taken and recorded for delay in returning processes?

92. Does the nazir invariably collect all unspent batta amounts from process servers immediately after the return of the process server and before issuing a fresh batch of processes?

93. Is the work of distribution among the staff fair and equal?

94. Does the nazir exercise adequate supervision over the working of the department?

95. Are attached properties in the hands of the nazir kept securely?

96. Are they properly and correctly labelled with the Nos. of cases, etc., according to the property register and attachment lists?

97. Has the nazir been obtaining the orders of the Court in the matter of the disposal of properties in his custody?

98. Is the attendance register maintained correctly by the nazir as per Chief Court Proceedings No. 6712-21—C. 366, dated the 26th March 1908?

SECURITIES.

99. Have the head ministerial officer, court and process nazirs and all amins and process servers furnished the securities required of them under the rules?

100. Are the securities furnished proper and are the security bonds properly drawn up and kept securely?

COPYISTS' DEPARTMENT.

100A. (*a*) How many copyists are employed in the department?

(*b*) Does each of them write a legible and good hand?

(*c*) Are applications for copies distributed fairly among them?

(*d*) Does the monthly average income of the examiner and of each copyist show that the staff is sufficient or otherwise?

101. Are there many applications pending and is all long pending satisfactorily explained?

102. Is the copy application register neatly and correctly maintained and up to date?

103. Are copies granted to parties promptly?

104. Is the number of copying sheets in the hands of copyists on the date of inspection correct according to the balance appearing in the register?

GENERAL.

105. Are all decrees drawn up and brought to his signature without delay?

106. Are plaints and other applications properly checked and scrutinised by the head ministerial officer?

107. Does the head ministerial officer properly supervise the work of the office.

108. Are all the stamps duly punched as required by the rules?

109. Are the Rules of Practice and Circular Letters issued by the Chief Court arranged and kept in separate files. Are all the printed proceedings of the Government and of the Chief Court arranged and kept in files and are these files complete and up to date?

No. 478-86—E. A. G. 52-4, DATED 24TH SEPTEMBER 1917.

CORRESPONDENCE REGISTERS.

110. Are the registers of inward and outward correspondence properly maintained?

111. Are a peon book and a tappal book maintained?

112. Are the registers written up neatly: are all the entries concise and clear?

113. Are all papers brought up for orders and attended to without delay?

114. Is there any delay in the fair copying and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day?

115. Are these registers checked constantly by the head ministerial officer?

116. Is a list of the periodical reports and returns due, prepared and maintained up to date? Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein? Are returns and reports submitted on the due dates?

117. Is an inspection minute book maintained as required by paragraph 4 of Government Order No. 10870-918—E. A. 43-14-1, dated the 10th April 1915?

118. The Extent to which points noted for action at previous inspections have been attended to?

119. Any irregularities or informalities observed in the course of inspection, whether connected with the printed questions or not and suggestions, if any, for improving the efficiency of the working of the office?

SESSIONS WORK.

(1) Are the following registers correctly maintained.—

(*a*) Register of Sessions cases.
(*b*) Register of Miscellaneous cases.
(*c*) Do Criminal Appeals.
(*d*) Do Fines.
(*e*) Do Property.
(*f*) Do Stamps.
(*g*) Do Cash.
(*h*) Do Witnesses.
(*i*) Criminal Diary.

(2) Are all the orders of commitment and petitions received brought on the respective registers as soon as they are received?

(3) Is the provision of law correctly entered in the several registers?

(4) Are the disposals correctly entered in the Sessions Cases and Miscellaneous Cases registers?

(5) Are the entries in the witness register correctly made?

(6) Are the fines imposed brought on the fine register then and there?

(7) Are reminders frequently issued to the police for the realisation of outstanding fines?

(8) Are all fines recovered credited to the Treasury without delay ?

(9) Are all the properties produced before the court correctly entered in the property register?

(10) Are all the properties for the disposal of which orders have been passed duly disposed of in accordance with the orders?

(11) Are the entries in the witness register correctly made ?

(12) Do the cash book entries agree with those in the fine register?

(13) Do the entries in the diary agree with the order sheets and do they shew correctly the actual workdone by the court?

(14) Are all the records in disposed of cases duly indexed and made over to the record room without delay?

(15) Have all pending items of the previous year brought forward to the registers of the new year ?

(16) Are all stamps produced in court brought on the stamp register correctly ?

(17) Are stamps punched and defaced ?

(18) Does the head ministerial officer check these registers constantly?

(19) Are calendars and copy of judgment submitted to the Chief Court without delay?

(20) Are copies of judgment sent to the District Magistrate's Court for the information of the Committing Magistrate without delay ?

No. 478-86—E. A. G. 52-4, DATED 24TH SEPTEMBER 1917.

APPENDIX B.

SET OF QUESTIONS FOR THE INSPECTION OF CRIMINAL COURTS SUBORDINATE TO THE CHIEF COURT BY THE PRESIDING MAGISTRATE OF EACH COURT.

1. Name and designation of Inspecting Officer.....
2. Duration ... ... { Date commenced..... Date concluded.....
3. Previous inspection ... { Date..... Name and designation of inspecting officer.....

1. Are the following registers correctly maintained :—

(*a*) Register of Regular Cases.
(*b*) Do of Summary Cases.
(*c*) Do of Miscellaneous Cases.
(*d*) Do of Witnesses.
(*e*) Do of Fines.
(*f*) Do of Properties.
(*g*) Do of Stamps.
(*h*) Do of Power.
(*i*) Cash Book.
(*j*) Criminal Diary.
(*k*) Register of first information reports received.
(*l*) Register of appeals.

2. Are all complaints, charge sheets and other petitions presented to the Court brought on the respective registers as soon as they are received ?

3. Are entries correctly made in the several columns of Registers Nos. I, II, III, IV and VI ?

4. Are the final orders in cases tried summarily written by the magistrate in his own hand ?

5. Has the Judicial Munshi understood the Chief Court instructions for making entries in the witness Register No. IV and are the entries correctly made ?

6. Is the provision of law correctly entered in the appropriate columns in Registers Nos. I, II, III and V ?

7. Are entries being made in Register No. VII (Fines) as soon as fines are imposed ?

8. Do the entries tally with those in Registers Nos. I, III and V ?

9. Are distress warrants issued to the Police without delay in cases in which fines are outstanding ?

10. Are reminders being issued to the Police for long pending distress warrants ?

11. Are orders of the District Magistrate sought for without delay to strike off the amounts which are reported by the Police to be irrecoverable ?

12. Are compensation and Court costs awarded promptly recovered and paid ?

13. Are amounts of fines and other cash produced in Court promptly entered into the cash book and credited to the Treasury without delay under the respective heads ?

14. Are entries in Register No. IX (Property) being made correctly as soon as properties are produced before the Court?

15. Are properties kept safe in the property box duly labelled?

16. Are the orders of the Court for the disposal of the properties promptly attended to?

17. Are proclamations for the disposal of unclaimed properties issued to the Gazette soon after orders are passed?

18. Are vouchers properly taken from parties to whom properties are returned?

19. Are all stamps produced in Court correctly entered in the stamp register (No. XI)?

20. Are all the stamps properly punched and defaced?

21. Are processes prepared and issued to the Police for service without delay?

22. Are the entries made in Register No. XIII (Power) correct and up to date?

23. Are payees' signatures properly taken in the cash book (Register No. XIV) with one anna receipt stamps in cases of payments exceeding Rs. 20?

RECORDS.

24. Have all the records of disposed of cases been properly indexed and sent to the respective record rooms after the expiry of time allowed?

25. Are the registers prescribed in the Chief Court Rule of Practice No. 86, dated the 12th April 1913, for the record room properly and correctly maintained?

26. Are the requisitions of different Courts promptly complied with?

27. Are all the stamps punched for the second time in the record room after the records are received?

28. Are the records of different classes of cases of different Courts kept separate in the record room properly arranged and labelled?

29. Are all permanent registers kept separate properly arranged and labelled?

29a. Are all records and registers liable to be destroyed periodically dealt with accordingly?

LIBRARY.

30. Are the books in the library neatly arranged and kept in almirahs duly labelled?

31. Are books and publications entered in the register maintained therefor as soon as they are received and is the register written up to date?

32. Is a catalogue of the office library maintained up to date?

33. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.?

34. Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

35. Are cases of loss or damage to any books reported promptly and orders obtained for their replacement?

GENERAL.

36. Are all remand and other orders promptly and correctly written up and brought for his signature?

37. Are all calendars and copy of judgments and orders submitted to the higher court within the time allowed?

38. Are all reports and returns prepared and submitted on or before the due date?

39. Is an up to date list of reports and returns due to and due from, with the due dates prepared and maintained in the office?

40. Are all papers received in the office brought for orders without delay?

41. Are the Rules of Practice and Circular Letters issued by the Chief Court arranged and kept in separate files. Are all the printed proceedings of the Government and of the Chief Court arranged and kept in files and are these files complete and up to date?

COPYISTS' DEPARTMENT.

42. Are the copyists employed, enough to cope with the work?

43. Are copies issued to the parties without delay?

44. Does the income of the department allow a remuneration of not less than Rs. 10 per copyist per mensum?

45. Is the copy application register correctly and properly maintained?

46. Are all copy applications brought up for orders as soon as they are received?

47. Are the copying sheets produced by parties duly accounted for?

48. Are all applications on which copying sheets are not produced within one month from the date of call brought up for orders as required by Rule 3 of Rule of Practice No. 85, dated 27th March 1913?

49. Are all copies and unused copying sheets not claimed by the parties within twelve months from the date on which they were ready for delivery brought up for orders and destroyed by him or in his presence as required by Rule 14 of the Copyists' Rules?

50. Are such destructions noted in the reistger of copy applications?

No. 478-86—E. A. G. 52-4, DATED 24TH SEPTEMBER 1917.

APPENDIX C.

SET OF QUESTIONS FOR SUBORDINATE CIVIL COURTS.

Inspection of the court of the { District Judge / Sub-Judge / Munsiff } of.....

on..... .....by..... .....

This court was last inspected by.....

on..... .....

1. Who is the presiding Judge or Munsiff and since when is he in charge?

2. How many working days were there since the last inspection? On how many days did the Judge sit for (*a*) Civil (*b*) Criminal work?

(*a*) What is the number of suits or cases of each kind pending on the date of last inspection by

(*b*) Of these how many have since been disposed of

3. What is the number instituted since last inspection and what is the number pending on this date?

(*a*) What is the number of contested proceedings of each kind now pending?

(*b*) What is the date of institution of the oldest pending case of each kind?

(*c*) How many cases of each kind are pending over a year?

(1) Regular suits.

(2) Small Cause suits.

(3) Execution cases.

(4) Miscellaneous cases.

(*a*) Cases under the Succession Certificates Regulation.

(*b*) Cases under the Guardian and Wards Regulation.

(5) Cases under the Insolvency Regulation.

(6) Appeals.

(*a*) Regular.

(*b*) Miscellaneous.

(*d*) What is the number of appealable decrees passed by the Courts and the numbers actually appealed yet? The result of the appealed cases may be noted under the following heads?

(1) Number modified;

(2) Number reversed;

(3) Number remanded;

and (4) Number confirmed.

(*e*) What is the number of cases in which the decrees were reversed by the Chief Court?

No. 478-86—E. A. G. 52-4, DATED 24TH SEPTEMBER 1917.

RECORDS OF CASES PENDING AND DISPOSED OF.

4(*a*) Are the order sheets carefully written and correctly dated by the Judge or Munsiff?

(*b*) Do the entries in the order sheets agree with those in the court diary?

(*c*) Do the order sheets contain all the interlocutory orders made in the case?

5. Are adjournments generally granted or refused on sufficient or insufficient grounds and does the Judge or Munsiff note the reasons for granting or refusing adjournments?

6. Are records in pending cases arranged in proper order?

7. Are records complete and properly arranged and divided according to rules?

8. Are they properly indexed?

9. Do they contain copies of judgments or orders in appeal or revision?

10. How many records in disposed of cases are not yet completely arranged and indexed and made ready for the record room?

11. Are records regularly sent to the Central Record Room according to rules?

12. Are judgments and orders written and pronounced promptly?

13. What is the average period between close of case and delivery of judgment in—

(*a*) Regular suits;

(*b*) Regular appeals;

(*c*) Miscellaneous appeals?

14. Are decrees and orders drawn up correctly and so far as may be in the forms prescribed in the Civil Procedure Code. Do they agree with the judgments?

(Examine especially *exparte* decrees and decrees in small cause suits.)

15(*a*) By whom are decrees, orders and memoranda of costs compared and corrected?

(*b*) Is the work properly done?

16. Are schedules of property invariably and correctly written in the decrees?

17. Do the records contain unfiled documents?

18(*a*) When are sealed covers in pending cases kept and by whom?

(*b*) Is the use of sealed covers restricted to proper cases?

19. Are exhibits properly endorsed and listed?

20. Are processes (including attachment and arrest warrants) prepared without delay and promptly issued?

Are the process servers sworn and examined regarding the reasons for non-execution of arrest warrants?

21. Are process fees properly calculated?

22. Is the evidence in contested suits recorded in full and legibly in the manner prescribed by the Code and certified as correct?

23. Are plaints and petitions correctly stamped? Are the institution fees paid thereon properly checked at the time of presentation in court?

24. Are court fee stamps punched properly and brought to register?

25. Are the pleadings correctly verified (O. VI. R. 15) and are they drawn up in accordance with orders VI and VII?

26. When new parties are added or legal representatives brought on, are the necessary laterations made in the plaint?

27. When plaints are amended is the amendment duly entered in the plaint?

28. Are applications for appointment of guardians of minor defendants and orders of appointment regularly made before cases are proceeded with?

29. Are compromises affecting minors always sanctioned by the court?

30. Are certificates required from Advocates and Pleaders that compromise affecting minors are for the minors' benefit?

31. Are Vakalatnamas duly authenticated and accepted?

31A. Are applications for sales in execution cases verified as prescribed in O. XXI R. 66 (3)?

31B. Who conducts the sales?

31C. Is the person who conducts the sale the person to whom the warrant is addressed?

32. Are daily and weekly cause lists prepared and posted on the court board according to rules?

32A. In insolvency cases does the court watch the steps taken by the Receivers to realize the assets of the insolvent by sale or otherwise?

32B. Does the court fix a date for the proof of a debt and after proof prepare a schedule of the proved debts?

32C. Has any case reached the stage of an order for the discharge of an insolvent?

32D. In miscellaneous cases under the Guardian and Wards Regulation when a Guardian for a minor or an incapable person is appointed is security usually taken from such guardian for the proper management of the properties of the minor?

32E. Are accounts usually taken from the guardian of minors, etc., at stated periods and does the Judge usually scrutinise the accounts on reports tendered by the guardians?

32F. Are moneys and valuables belonging to minors duly accounted for by the court nazir, if such property is in the court custody?

No. 478-86—E. A. G. 52-4, DATED 24TH SEPTEMBER 1917.

REGISTERS NOS. I, IA, II AND IIA.

33. Is the register of ordinary suits, Register No. I, correctly and neatly maintained?

34. Is the register of small cause suits, Register No. II, correctly and neatly maintained?

35. (*a*) Are abstracts of plaints full and correct in Registers I and II?

(*b*) Are entries of orders adding parties and legal representatives and of orders re-admitting suits dismissed *exparte* made in the registers?

(*c*) Are adjournments correctly noted in the appropriate column as the suits proceed?

(*d*) Are names of advocates and pleaders entered in the proper column?

(*e*) Are orders of attachment, arrest or for furnishing security before judgment entered in the proper column?

(*f*) Are alterations and amendments of pleadings entered in the registers?

(*g*) Are results of disposal of suits correctly entered?

(*h*) Are applications for execution entered in Registers I and II when they are filed?

(*i*) Are the results of execution properly and promptly entered soon after the execution proceedings come to an end?

(*j*) Are appeal and revision results entered soon after the receipt of the copies of judgment or order?

(*k*) Are Registers IA and IIA kept up to date and correctly?

(*l*) Is duration calculated properly in column?

(*m*) Are disposals properly classified?

(*n*) Is the number of hearings correctly entered?

(*o*) Do the registers show an excess of *exparte* disposals and dismissals for default in the last month of the quarter?

(*p*) What is the proportion of *exparte* disposals, dismissals for default and compromises (separately) to the total disposal?

REGISTERS NOS. III AND IIIA.

36. Are these registers properly maintained?

37. Is the provision of law under which miscellaneous applications are made entered correctly in the appropriate column and does it correspond with the provision quoted on the applications?

38. Is that provision correct according to the prayer?

39. Are the applications numbered in the way prescribed by Chief Court Circular Letter No. 220, dated 28th September 1911? Are the cases entered in Register No. III properly registrable as Mis. cases?

No. 478-86—E. A. G. 52-4, DATED 24TH SEPTEMBER 1917.

REGISTERS NOS. IV AND IVA.

40. Is the register of regular appeals written up correctly and neatly and the results entered promptly and sufficiently fully?

41. Are hearing dates noted?

42. Are disposals correctly classified in Register IVA.

REGISTERS NOS. V AND VA.

43. Is the register of Mis. appeals written up correctly and neatly and are the results entered promptly and sufficiently fully?

44. Are hearing dates noted?

45. Are disposals correctly classified in Register VA?

REGISTERS NOS. VI AND VIA.

46. Is the register of execution applications correctly written up?

47. Are execution applications dismissed hastily to show speedy disposals?

48. What is the proportion of infructuous applications to the number of cases disposed of?

49. Are decrees transferred from other courts duly registered in a separate register prescribed therefor? Have decrees transferred for execution on which no application has been made, returned at the end of six months?

50. Are sale certificates promptly issued and are copies thereof sent to the Sub-Registrars without delay?

51. Are disposals correctly classified and entered in Register VIA?

REGISTER NO. VII (INSOLVENCY.)

52. Is the register of insolvency applications maintained properly?

53. Are Receivers appointed in all proper cases?

REGISTERS NOS. VIII TO XI (CASH, LEDGER, DEPOSITS, ETC.)

54. Is the cash book correctly and neatly maintained and are corrections and erasures initialled by the Judge?

55. Are moneys entered in the cash book under the initials of the $\frac{\text{Judge}}{\text{Munsiff}}$ as per Chief Court Rule of Practice No. 129, dated 22nd October 1906?

56. What is the cash balance in the hands of the nazir?

57. How much has he in the personal deposit account?

58. Has he been making any special advances to the Process nazir? If so, is the Munsiff's order for such payment obtained before hand?

59. Are duty and penalty paid on documents brought on the cash book and are such entries initialled by the Judge?

60. Are previous year's ledger balances brought on the current year's ledgers?

61. Are the cash and deposit items correctly and promptly ledgered?

62. Do the cash book entries agree with those of the other corresponding books?

63. Are balances struck in the ledger after each transaction?

64. Are ledger indexes maintained correctly?

65. Are the payments made in cash book debited correctly in the Subsidiary Ledger?

66. Is the cash on hand with the nazir plus the amount in personal deposit account equal to the total of the items in the Subsidiary Ledger?

67. Is the deposit register maintained correctly and do the entries of suit numbers, amounts, etc., correspond with those in the respective Receipt Orders?

68. Are entries of payment cheques made correctly against the respective deposits?

69. Are signatures of parties duly obtained in the cash and deposit registers and are they transliterated, if in languages other than English or Kannada?

70. Does the $\frac{\text{Judge}}{\text{Munsiff}}$ check the court nazir's registers every month and certify to their correctness as required by Chief Court Circular Letter No. 142, dated 10th January 1900?

71. Has the Munsiff been verifying the nazir's cash balance daily?

REGISTERS NOS. XII AND XXVI.
(REFUNDS.)

72. Are applications for the refund of institution fees and unused process stamps promptly attended to?

73. Are these registers written up correctly and initialled by the Judge?

74. Are refunds made noted in the respective stamp registers under the initials of the Judge?

75. Are unused time expired process stamps destroyed in the presence of the Judge or Munsiff and a note thereof made in the process stamp register?

REGISTER NO. XIII (DUTY AND PENALTY).

76. In how many cases duty and penalty have been levied since last inspection?

77. Are amounts of duty and penalty remitted generally to the Treasury on the days they are paid into court? (Check with the Remittance Register.)

87 .Have copies of documents on which duty and penalty were recovered been sent to the Deputy Commissioner and note thereof made in this register?

No. 478-86—E. A. G. 52-4, DATED 24TH SEPTEMBER 1917.

79. How many documents have been impounded and sent to the Deputy Commissioner?

REGISTERS NOS. XIV AND XV—(COURT FEE AND PROCESS STAMP).

80. Are these registers written up and submitted daily to the Judge or Munsiff and his initials obtained?

81. Are stamps paid or levied entered in appropriate columns?

82. Are the daily totals of Register No. XIV carried over to Register No. XV?

83. Are refunds generally noted in these registers under the initials of the Judge or Munsiff?

REGISTER NO. XVII (CONTINGENT REGISTER).

84. Is this register correctly maintained in the prescribed form?

85. Is an order book for contingent charges maintained?

86. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

87. Are there any long standing advances made out of the office imprest awaiting adjustment? Details may be furnished.

88. Are all charges incurred on account of contingencies entered in the contingent register from day to day? (*Vide* Article 81 of the Civil Account Code.) Are totals struck at the end of the month?

The necessity for any unusual charges may be scrutinised.

89. Are all contingent charges incurred under due authority sanction of higher authorities being obtained where necessary?

90. Is the abstract contingent bill drawn at the end of each month in the manner laid down in Article 83 of the Civil Account Code and are the initials of the head of the office obtained?

91. Is the expenditure kept within the budget grant?

92. Are the detailed contingent bills of each month submitted with vouchers regularly by the 1st week of the succeeding month as required by paragraph 210 of the Mysore Treasury Manual? Are all disallowances promptly deducted from the succeeding contingent bills?

REGISTER NO. XVIII (DIARY).

93. Is this register regularly and correctly kept?

94. Are the adjournments correctly posted?

95. Are all cases posted to subsequent dates for hearing entered in chronological order according to years as far as possible?

REGISTER NO. XIX (COPYISTS' REGISTER).

96. Are all the entries properly made under appropriate columns?

97. Has the Judge or Munsiff been checking the register?

98. How many copyists are there in the Court and how many examiners?

99. What is their income per month?

100. Do the copyists write neatly and do they write the prescribed number of words on each copying sheet?

101. How many typists are employed? Are they passed men and do they type correctly and fast?

102. (*a*) How many applications for copies are pending?

(*b*) What is the average period taken in preparing a copy?

(*c*) Are long pending cases properly explained?

REGISTER NO. XX (OF PROCESSES).

103. Are the numbers of the bills by which the amounts due to the process nazir on each of the processes correctly noted with the date in the proper column?

104. Are there delays in preparing and issuing processes to the process nazir for service?

104A. Is this register correctly maintained by the Head Munshi or Ministerial Officer of the Court or by any other official under his supervision?

REGISTER NO. XXI (OF APPLICATIONS FOR RETURN OF DOCUMENTS).

105. Are all the applications presented to the Court brought on this register?

106. How many applications are pending disposal and why?

107. Are there any delays in returning documents and why?

108. If documents are not taken by parties within two months from the date of order are the applications rejected?

REGISTER NO. XXI (ATTENDANCE).

109. Is this register correctly maintained under the supervision of the Head Ministerial Officer?

110. Is this register being checked by the Judge every day?

111. Is leave granted to officials regularly noted in this register?

RECORD ROOM.

112. Are all the records of different classes of cases divided into files and arranged and indexed as required by the Chief Court Rule of Practice No. 149?

113. Are the records of different kinds of cases duly entered in the respective registers?

114. Do the disposals shown in the monthly statements tally with the number shown in the statistical registers and the number given in the Record Room Register?

115. Do the numbers given in the Record Room Registers agree with those in the Court Disposal Registers?

116. Are the records being sent to and received by the Central Record Room within the time prescribed by the rules?

117. Do the Central Record officials check and enter in their registers as soon as the records are received by them?

118. Are all the entries in the several registers of the Central Record Room correctly made?

Compare a few entries with the lists received from different Courts and also with the records.

119. Are all time expired records and registers destroyed regularly according to the rules?

120. Are all the permanent registers kept arranged and duly labelled?

121. Are all the records of cases disposed of every month being handed over to the Court Record-keeper within the end of the succeeding month duly indexed?

122. Does the Head Record-keeper, Central Records, comply with the requirements of the different Courts promptly?

123. Are all the stamps duly punched in the Central Record Room for the second time with the triangular punch?

124. Are the different classes of records of the different Courts deposited separately duly arranged and labelled?

PROCESS DEPARTMENT.

125. Are the following registers maintained correctly and up-to-date?

A. Register of Processes.

B. Register of work done by the process serving establishment.

C. Process servers' work ticket.

D. Bill Book.

E. Cash Book.

F. Property Register of immoveables.

G. Property Register of moveables.

H. Attendance Register.

126. What is the permanent advance held by the Nazir?

Does he furnish detailed account therefor including special advances taken from the Court and the amounts received from foreign Courts and produce the money in hand on the date of inspection?

127. Does he submit regularly as required by the rules, bills in adjustment of his permanent advance? Is there any delay in getting his bills cashed and why?

128. Has he been frequently obtaining special advances from the court and why?

129. Does he adjust these special advances without undue delay?

130. What is the strength of the process service establishment?

131. What is the percentage of satisfactory service for the last six months?

Of this what is the proportion of personal service?

What is the percentage of execution of warrants during that period?

132. Does the Nazir issue processes for service without undue delay?

133. Are processes returned to courts before the hearing dates? Are explanations taken and recorded for delay in returning processes?

134. Does the process nazir invariably collect all unspent batta amounts from process servers immediately after the return of the process server and before issuing a fresh batch of processes?

135. Is the register of work done by the process staff maintained correctly? Does it show sufficient work for the whole staff?

136. Is the work distribution among the staff, fair and equal?

137. Does the inspection show that the Munsiff and the Nazir both exercise adequate supervision over the working of this department?

138. Are all the columns in Registers F and G filled in as soon as the corresponding cases are disposed in each court?

139. Where are the attached properties in the hands of the Nazir kept?

Are they found correct according to property registers and attachment lists?

Are they properly and correctly labelled with the numbers of cases, etc.?

140. Is there any property pending disposal regarding which the Nazir has not obtained orders from the court in the matter? (*Vide* Government Order No. J. 2317—Cts. 223-08-4, dated 9th February 1909).

141. Is the attendance register maintained correctly as per Chief Court Proceedings No. 6712-21—Cts. 366, dated 26th March 1908?

142. Has the Process Nazir and his staff furnished the security required of them according to rules?

SECURITIES.

143. Have the Head Ministerial Officer and the court Nazir furnished the securities required of them?

144. Are the securities furnished proper and are the bonds properly drawn up?

144A. Are all the valuable properties produced in or brought to the court under attachment or otherwise, kept in the safe box and kept in the Treasury as also the security bonds?

SERVICE REGISTERS, ETC.

145. Is a service register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in the records in a separate box? Who keeps the key of the box?

146. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

147. Are all appointments made in accordance with the rules issued by the Chief Court?

DISTRIBUTION OF WORK.

148. Is a record of the distribution of work among the several clerks maintained?

Is the work assigned to each official sufficient without being excessive?

149. Does the ministerial head of the office supervise the work of the officials and see that they do not run into arrears?

REPORTS AND RETURNS.

150. Is a list of the periodical reports and returns due, prepared and maintained up-to-date? Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein?

Is it scrutinised monthly by the head of the office?

151. How many and which returns were overdue at the time of inspection?

FURNITURE LIST.

152. Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each?

Is the register verified once every quarter by the Head Ministerial Officer and the result reported to the head of the office? Is a similar list maintained for tents? Is the furniture sufficient, clean, and in good order?

STATIONERY AND FORMS.

153. In whose custody is the office stationery? Are the stock and issue registers regularly maintained? Are they submitted monthly for inspection? Is a verification by stock taking done once a year?

154. Who keeps the stock of forms? Where are they kept? Are they neatly arranged? Are all receipts and issues noted in a register?

155. Is a register of periodical issue of stationery maintained?

Rules of Practice Circular Letters, etc.

156. Are the Rules of Practice and Circular Letters issued by the Chief Court arranged and kept in separate files? Are all the printed proceedings of the Government and of the Chief Court arranged and kept in files? Are these files complete and up-to-date?

Library.

157. In whose charge is the office library and where is it kept?

158. Is a register maintained for entering books and publications as they are received and is it written up-to-date?

159. Are all books received into the Library correctly labelled and deposited in their appropriate places?

160. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.?

161. Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

162. Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement?

Correspondence Registers.

163. Are the registers of inward and outward correspondence properly maintained with cross references regularly marked?

164. How many of such registers are maintained? Are a peon book and tappal book maintained?

165. Are the registers written up neatly? Are the entries concise and clear?

166. Is there any delay in the fair copying and despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? A few issues may be examined with reference to refer book, peon book and tappal book?

167. Is the issue register checked once a month by the ministerial head of the office?

168. Is a separate petition register maintained in the form prescribed by Rule 22 of the Petition Rules and does it show the method of disposal and the date and nature of endorsements granted?

169. Is there any abnormal delay in the disposal of petitions?

170. Is the half-yearly return of petitions sent up regularly as required by Rule 24 of the Petition Rules?

171. Are all the registers periodically examined by the ministerial head of the office and signed by him in token of his inspection?

Barawards Salary Bills, etc.

172. Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained?

173. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs. 20? Is the register examined every month by the head of the office?

174. Is undisbursed pay short-drawn invariably in the pay bill of the next month?

175. Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of higher authorities?

176. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

177. Are drafts of the office travelling allowance bills maintained in a register?

178. Are pension applications prepared and submitted in time?

179. How many cases are pending and why?

GENERAL.

180. Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean? Is the building in need of repair?

181. Is the Court being inspected by the presiding officer annually and a report submitted to his immediate superior officer?

182. Is an inspection minute book maintained as laid down in paragraph 4 of the Government Order No. 10870-918—E. A. 43-14-1, dated the 10th April 1915?

183. Extent to which points noted for action at previous inspection have been attended to.

184. Any irregularities or informalities observed in the course of inspection whether connected with the printed questions or not and suggestions, if any, for improving the efficiency of the working of the office.

CRIMINAL WORK.

1. What was the number of
   Sessions cases,
   Regular cases,
   Miscellaneous cases,
   Appeals,
pending on the date of last inspection?

2. What is the number filed since then?
   Sessions cases,
   Regular cases,
   Miscellaneous cases,
   Appeals.

3. What is the number of pending cases?
   Sessions cases,
   Regular cases,
   Miscellaneous cases,
   Appeals.

No. 478-86—E. A. G. 52-4, DATED 24TH SEPTEMBER 1917.

4. What is the number and nature of disposals under the different sections of the Criminal Procedure Code or other Local or Special Law?

5. Have the disposals been made under the correct sections of the Criminal Procedure Code or other Law?

6. What is the average number of days spent in the trial of—

Sessions cases,
Regular cases,
Miscellaneous cases,
Appeals?

7. Are judgments and orders generally delivered promptly or unreasonably delayed?

8. Are copies of judgments and orders in disposed of cases promptly submitted to the Chief Court,
District Magistrate?

9. What is the number of appeals preferred from the conviction and sentence passed by the court?

10. In how many were the conviction and sentence

confirmed,
modified,
reversed,
or retrial ordered?

11. How many of the pending

Sessions cases,
Regular cases,
Miscellaneous cases,
and Appeals, are more than three months old?

12. Have adjournments been frequently granted by the $\frac{\text{Judge}}{\text{Magistrate}}$ and, if so, are they granted on sufficient and proper grounds?

13. Is the order sheet in the disposed of cases fully and correctly written up?

14. Have pending regular and miscellaneous cases of the previous years been brought on to the current year's registers?

15. Have entries been made correctly in the appropriate columns of Registers I, III, V and VI?

16. Are entries in Register No. IV (Witnesses) made then and there?

(Compare a few entries with the order sheets and depositions in a few cases and see if the entries made are correct.)

17. Are witnesses being discharged promptly?

18. How many witnesses appeared before (*a*) the court since the date of last inspection, (*b*) How many were actually examined and (*c*) what is the amount of expense incurred?

19. Are entries made in the Judicial Diary every day and initialled by the Judge? Is the progress made in each case properly entered in the diary?

(49)

No. 478-86—E. A. G. 52-4, DATED 24TH SEPTEMBER 1917.

20. Are entries being made in Register No. VII (Fines) as soon as fines are imposed? What is the total amount of fines pending recovery on the date of inspection?

Are necessary steps taken for the recovery thereof?

21. Have outstanding fines of previous years been brought on the current year's register?

22. Are compensation and Court costs awarded promptly recovered and paid?

23. Are entries in Register No. IX (Property) being made as soon as properties are produced before the Court and are they disposed of promptly according to the orders passed in respect of them?

24. How many items of properties are pending disposal on the date of inspection and have steps been taken for their disposal?

25. Have all items of previous years pending disposal been brought on the current year's register?

26. Are entries made correctly in register No. IX stamps? Are stamps properly punched and defaced?

27. Are entries made correctly in Register No. XIV cash? Is all the cash produced before the Court brought on this register and have payees' signatures been properly taken? Have one anna receipt stamps been affixed in cases of payments exceeding Rs. 20?

No. 478-86—E. A. G. 52-4, DATED 24TH SEPTEMBER 1917.

APPENDIX D.

SET OF QUESTIONS FOR THE GUIDANCE OF THE INSPECTING JUDGES.

Inspection of the Court of the..... .....Magistrate of..... .....by.....
Date commenced..... .....
Date concluded.....

1. This Court was last inspected by Judge / District Magistrate on

2. The presiding Magistrate with date of his taking charge.

3. What was the number of—
   Regular cases,
   Miscellaneous cases,
   Appeals ?
   pending on the date of last inspection ?

4. What is the number filed since then—
   Regular cases,
   Miscellaneous cases,
   Appeals?

5. What is the number of pending cases—
   Regular cases,
   Miscellaneous cases,
   Appeals ?

6. What is the number and nature of disposals under the Criminal Procedure Code or other Local or Special Law ?

7. Have the disposals been made under the correct sections of the Criminal Procedure Code or other law ?

8. What is the average number of days spent in the trial of—
   Regular cases,
   Miscellaneous cases,
   or Appeals ?

9. Are judgments and orders generally delivered promptly or unreasonably delayed ?

10. Are calendars in disposed of cases promptly submitted to the Chief Court / District Magistrate ?

11. What is the number of appeals preferred from the conviction and sentence passed by the Court ?

12. In how many were the conviction and sentence—
   Confirmed,
   Modified,
   Reversed,
   or Retrial ordered ?

13. How many of the pending—
   Regular cases,
   Miscellaneous cases,
   and Appeals ?
   are more than three months old ?

14. Have adjournments been frequently granted by the Magistrate and, if so, are they granted on sufficient and proper grounds?

15. Is the order sheet in the disposed of cases fully and correctly written up?

16. Have pending regular and miscellaneous cases of the previous years been brought on to the current year's register?

17. Have entries been made correctly in the appropriate columns of Registers I, III and VI?

18. Are entries in Register No. II made correctly and are the final orders written in this register by the Magistrate in his own hand?

19. Are entries in Register No. IV (Witnesses) made then and there?

NOTE.—Compare a few entries with the order sheets and depositions in a few cases and see if the entries made are correct.

20. Are witnesses being discharged promptly?

21. How many witnesses appeared before the (*a*) court since the date of last inspection, (*b*) how many were actually examined and (*c*) what is the amount of expense incurred?

22. Are entries made in the Judicial Diary every day and initialled by the Magistrate. Is the progress made in each case properly entered in the diary?

23. (*a*) Are entries being made in register No. VII (Fines) as soon as fines are imposed?

(*b*) What is the total amount of fines pending recovery on the date of inspection?

(*c*) Are necessary steps taken for the recovery thereof?

24. Have outstanding fines of previous years been brought on the current year's register?

25. Are compensation and Court costs awarded promptly recovered and paid?

26. Are entries in register No. IX (Property) being made as soon as properties are produced before the Court and are they disposed of promptly according to the orders passed in respect of them?

27. How many items of properties are pending disposal on the date of inspection and have steps been taken for their disposal?

28. Are unclaimed properties brought on this register according to the Police Mal Form and disposed of after due notification in the Gazette?

29. Have all items of previous years pending disposal been brought on the current year's register?

30. Are entries made correctly in register No. XI (Stamps)?

NOTE.—Verify a few entries with the records of cases and note the result.

No. 478-86—E. A. G. 52-4, DATED 24TH SEPTEMBER 1917.

31. Are stamps properly punched and defaced?

32. (*a*) Are entries made correctly in Register No. XIV (Cash)?

(*b*) Is all the cash produced before the Court brought on this register and have payees' signatures been properly taken? Have one anna receipt stamps been affixed in cases of payments exceeding Rs. 20?

33. Are the entries made in register No. XIII (Power) correct and up-to-date?

RECORDS.

34. (*a*) Have all the records of disposed of cases been divided into parts and properly indexed with title pages as required by the Chief Court Rule of Practice No. 149, dated 10th July 1911?

(*b*) Are they being sent to the respective record rooms after the expiry of the time allowed in the said Rule of Practice?

(*c*) Are all the registers required to be maintained in the Record Room properly and correctly maintained?

(*d*) Are the requisitions of different Courts promptly complied with?

(*e*) Are all the stamps punched for the second time after the records are received in the Record Room?

(*f*) Are the records of different classes of different cases kept separate in the record room properly arranged and labelled?

(*g*) Are time-barred records destroyed according to rules?

LIBRARY.

35. In whose charge is the office library and where is it kept?

36. Is a register maintained for entering books and publications as they are received and is it written up-to-date?

37. Is a catalogue of the office library maintained up-to-date?

38. Are all books received into the library correctly labelled and deposited in their appropriate places?

39. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.?

40. Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

41. Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement?

No. 478-86—E. A. G. 52-4, DATED 24TH SEPTEMBER 1917.

42. Is the Court being inspected by the presiding officer annually and a report submitted to his immediate superior staff?

43. Is an inspection minute book maintained as laid down in paragraph 4 of Government Order No. 10870-918—E. A. 43-14-1, dated 10th April 1915?

44. Extent to which points noted for action at previous inspections have been attended to?

45. Any irregularities or informalities observed in the course of inspection whether connected with the printed questions or not, and suggestions, if any, for improving the working of the office.

No. 478-86—E. A. G. 52-4, DATED 24TH SEPTEMBER 1917.

APPENDIX E.

QUESTIONS FOR THE CHIEF COURT OF MYSORE.

1. Name of Inspecting Officer with designation.....

2. Duration of inspection..... { Date commenced..... ..... / Date concluded.....

3. Previous inspection ..... { Date..... / Name and designation of Inspecting Officer

CASE REGISTERS.

(1) Are the regular, miscellaneous and second appeal registers maintained correctly and up-to date ?

(2) Are the registers of Civil Petitions, Revision Petitions and Referred cases maintained correctly and up-to-date ?

(3) Are the registers of (*a*) Criminal Appeals, (*b*) Revision Petitions, (*c*) Criminal Petitions, (*d*) Criminal Revision Cases and (*e*) referred cases, maintained correctly and up-to-date ?

(4) Are the dates of adjournments entered in the proper columns both in the Civi and Criminal Registers ?

(5) Do the entries correspond with the entries in the diaries of the court ?

(6) Are the results of cases entered promptly and properly in the respective registers ?

OTHER REGISTERS.

(7) Is the register of records (both Civil and Criminal) received from and returned to lower courts maintained correctly and up-to-date ?

8. Are the lower court records returned promptly with the copies of judgments and orders of this court after the disposal of appeals and cases ?

9. (*a*) Is the stamp register maintained correctly and up-to-date ?

(*b*) Are entries therein written up without delay ?

(*c*) Are refunds of institution and process fees noted in the column of remarks ?

(*d*) Do the entries of refunds in the register tally with the refund cheques ?

(*e*) Are unused process stamps destroyed and the fact noted in this register ?

10. Is the register of processes issued and returned properly maintained ?

11. Are entries correctly made therein without delay ?

12. Does the court diary as maintained give sufficient details of disposals and adjournments ?

No. 478-86—E. A. G. 52-4, DATED 24TH SEPTEMBER 1917.

13. Is the register of appeal memos, etc., returned for amendment or for payment of deficient stamp fee properly and correctly maintained?

14. Is a register of Judicial officers (Munsiffs, Sub-Judges, etc., and Magistrates) against whose work criticisms have been passed in judgments by the Chief Court, maintained and kept up-to-date?

RECORDS AND RECORD ROOM REGISTERS.

15. Are pending cases carefully arranged and separated into bundles according to dates?

16. Are all disposed of records promptly made over after a month according to rule to the Record-keeper duly arranged with a table of contents?

What is the number of such records remaining to be sent to the record room?

17. Are the following registers written up neatly and correctly by the Record-keeper?

Appeals (Civil and Criminal).
Second appeals.
Miscellaneous appeals.
Civil petitions and Criminal petitions.
Referred cases (Civil and Criminal.)
Criminal Revision cases.

18. Are the records in disposed of cases neatly arranged and stitched with title pages correctly written up?

19. Are unused stamps and B file papers duly destroyed according to the rules in force?

20. Is the register of return of documents maintained and are applications for return promptly attended to?

TRANSLATION DEPARTMENT.

21. How many translators work in the Branch?

22. Are the translations completed promptly?

23. Is the translation work fairly distributed?

COPYING DEPARTMENT.

24. How many officials work in this branch and under whose supervision?

25. Does this branch maintain a register of records sent to it for typing or fair copying and are such register entries complete?

26. Is there any undue delay in the preparation of fair copies of correspondence, judgments and orders?

JUDICIAL CASH.

27. Are the following registers maintained?

1. Cash Book.
2. Deposit Register.
3. Ledger.
4. Receipt Order Book.
5. Cheque Book.
6. Remittance Register.
7. Refund Register.

28. Is the cash book maintained in the proper form and is it checked daily by the Deputy Registrar?

29. Is the Deposit Register, written up properly and regularly ?

Note.—Here check with the register, Receipt Order Books and Cheques.

30. Are initials of the parties obtained therein for deposits and payments ?

31. Are all the cash book and deposit entries duly ledgered ?

32. Are ledger balances carefully struck.

33. Is the register of refunds correctly maintained ?

Note.—Do the entries in the register tally with the counter-foils of the refund certificates ?

STATISTICAL BRANCH.

34. Is a statement of the periodical reports and returns due from the several subordinate courts (Civil and Criminal) and due to the Government prepared and maintained up-to-date ? Are the due dates properly noted therein ? Has the Registrar been scrutinising them periodically ?

How many and which returns were overdue on the date of the inspection ?

CONTINGENCIES, ACQUITTANCE ROLLS, ETC.

35. Are the following registers properly maintained ?

1. Contingent Register.
2. Order Book for Contingent charges.
3. Baraward.
4. Travelling Allowance Bill Book.

36. What is the amount of permanent advance held by the office ? Is an account of it correctly kept ? What is the balance on hand ? Is it forthcoming ?

37. Is there any money on hand awaiting remittance to the treasury or payment to parties ?

38. Are there any long standing advances made out of the office imprest awaiting adjustment ?

39. Are all contingent charges incurred under due authority, sanction of the Government being obtained where necessary ?

40. Is the expenditure kept within the budget grant ?

40A. Is the register showing the issue of clothing to menials properly maintained ?

41. Are the detailed contingent bills of each month forwarded to the Comptroller with vouchers by the 1st week of the succeeding month as required by paragraph 210 of the Mysore Treasury Manual ?

42. Are salary bills prepared with reference to the attendance register, leave and office order book ?

43. Are all salaries drawn duly disbursed and proper receipts taken in the baraward. Is a stamped receipt obtained for payments of over Rs. 20. Is the register examined every month by the Registrar ?

(49

No. 478-86—E. A. G. 52-4, DATED 24TH SEPTEMBER 1917.

44. Is undisbursed pay short-drawn invariably in the pay bill of the next month?

45. Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the Government?

46. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

47. Are pension applications prepared and submitted in time as required by G. O. No. Fl. 7215-55—S. & A. 484-08-1, dated 7th May 1909?

48. Are there many cases pending disposal, and is satisfactory explanation forthcoming for pendency?

49. Is a gradation list of officials prepared as they stood on the 1st July every year with their qualifications and services duly and correctly noted?

50. Is a service register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in a separate box?

51. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

52. Is a register of applications for appointments maintained and are selections made therefrom?

53. Is a record of the distribution of work among the several clerks in the office maintained?

Is the work assigned to each official sufficient without being excessive?

FURNITURE LIST.

54. Is a register of furniture maintained? Are all articles of furniture purchased from time to time entered therein with details as to the date of purchase and cost of each? Is the register verified once a year by the Registrar?

Is a note made in the register of all articles lost or which have become unserviceable?

Is the furniture adequate to the needs of the office or more than necessary? What is the condition of furniture kept?

STATIONERY AND FORMS.

55. Are the stock and issue books regularly maintained? Does the Deputy Registrar check them once a quarter?

Is a verification by stock-taking done once a year?

Are all old and unserviceable articles sold by action and the proceeds credited to Government? (*Vide* Rule 19 of the Stationery Rules)

Is a register of periodical issue of stationery maintained?

56. Is the stock of forms kept in a proper place and are the forms neatly arranged?

Library.

57. Is a register maintained for entering books and publications as they are received and is it written up-to-date?

58. Is a catalogue of the library maintained up-to-date?

59. Are all books received into the library deposited in their appropriate places?

60. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.?

61. Are any books issued without a receipt or lent to strangers without the permission of the Registrar?

62. Are cases of loss of or damage to any books reported promptly and orders obtained for their replacement?

Correspondence Registers.

63. Are the current registers properly maintained?

64. Are a peon book and tappal book maintained?

65. Are all these registers written up neatly? Are the entries concise and clear?

66. Is there any delay in the despatching of letters? Are all papers despatched invariably on the day they are signed or the following day? A few issued may be examined with reference to the refer book, peon book and tappal book?

67. Is a separate petition register maintained in the form prescribed and does it show the method of disposal and the date and nature of endorsements granted?

68. Is there any abnormal delay in the disposal of petitions?

69. Are all the registers periodically examined by the Registrar and signed by him in token of his inspection?

70. Are correspondence papers properly sorted and arranged?

Arrear Lists.

71. Do the officials required to prepare and submit arrear lists do so and are they scrutinised carefully by the Registrar?

72. Are monthly arrear lists received from subordinate offices and scrutinised before the 15th of the month following?

Other Registers of the English Record Depatrment.

73. Is the power register correctly maintained up-to-date?

74. Is the register of applicants for Munsiff's post correctly maintained up-to-date?

75. Are the registers of rules of practice and circular letters (both Civil and Criminal) properly written up and up-to-date. Are separate files of these kept?

No. 478-86—E. A. G. 52-4, DATED 24TH SEPTEMBER 1917.

76. Is the register showing the amount of casual leave granted to Judges of subordinate courts correctly maintained ?

GENERAL.

77. Is the register of Advocates and Pleaders maintained up-to-date?

78. Is the register of Advocates' Gumastas maintained up-to-date ?

79. Is the attendance register regularly kept? Is the attendance regular? Is the register checked daily?

80. Is a register of immoveable properties possessed by Judicial Officers maintained ?

81. Is a register maintained for cases ordered to be reported in the Chief Court Reports ?

82. Are reports of cases issued for print within a reasonable time ?

COPYISTS' DEPARTMENT.

83. (*a*) How many copyists are employed in the Department ?

(*b*) Do they write a legible and good hand ?

(*c*) Are applications for copies distributed fairly among them ?

(*d*) Does the monthly average income of the Examiner and of each copyist show that the staff is sufficient or otherwise ?

84. Are there many applications pending and is all long pendency satisfactorily explained ?

85. Is the copy application register neatly and correctly maintained and up-to-date?

86. Are copies granted to parties promptly ?

87. Is the number of copying sheets in the hands of the copyists on the date of inspection correct according to the balance appearing in the register ?

88. Is an inspection minute book maintained as laid down in paragraph 4 of Government Order No. 10870-918—E. A. 43-14-1, dated 10th April 1915 ?

89. Extent to which points noted for action at previous inspections have been attended to.

90. Any irregularities or informalities observed in the course of inspection, whether connected with the printed questions or not, and suggestions, if any, for improving the working of the office.